

Prepared by the Personnel Management Office.  
This is a new Administrative Procedure.

July 1982

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SAFETY WELFARE AND BENEFITS

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A9.710      PRESCRIPTION SAFETY GLASSES

1.    Purpose.    To comply with eye safety provisions prescribed in the Hawaii Occupational Safety and Health Law, Act 57.SLH 1972. To carry out the applicable safety provisions negotiated in the respective collective bargaining agreements.
2.    Objective.    To establish procedures and guidelines for eligible employees to obtain prescription safety glasses.
3.    Applicability/Responsibility. This procedure applies to all employees. Supervisors shall be responsible for initiating and processing the appropriate application form in accordance with the adopted Department of Personnel Services Guidelines (Attachments 1 and 2) and this Administrative Procedure.
4.    Definitions.
  - a.    Department means University of Hawaii
  - b.    Departmental Representative means Director of Personnel.
5.    Procedures.    Attachment 1, DPS Memorandum of May 8, 1974, Subject: Provision of Prescription Safety Glasses and Attachment 2, DPS Memorandum of May 9, 1974, Subject: Recommended procedures for the Issuance of Prescription Safety Glasses, are adopted for University of Hawaii use.

Standard University purchasing procedures will be used. Price lists have been distributed to Fiscal Officers by the Property Management Office. The application form contained in Attachment 2 should be completed in three copies and submitted to the Director of Personnel through the appropriate supervisor. Upon receipt of the approved application, the appropriate fiscal officer will issue a purchase order.

STATE OF HAWAII  
DEPARTMENT OF PERSONNEL SERVICES  
825 MILILANI STREET  
HONOLULU, HAWAII 96813

May 8, 1974

MEMORANDUM

TO: All Department Heads  
FROM: Director of Personnel Services  
SUBJECT: Provision of Prescription Safety Glasses

This Memorandum supersedes the DPS Memorandum dated October 19, 1973 on the issuance of prescription safety glasses.

The following guidelines should be followed in order to have uniformity among Departments.

The employing agency or department will provide prescription safety glasses to employees when the following conditions are met:

1. The employee already wears or is required to wear prescription glasses.
2. The employee is required to perform work where machines, environment, or operations present eye hazards of harmful liquids or flying materials of any kind.
3. There is a reasonable probability of injury to the employee's eyes that can be prevented by use of prescription safety glasses.

After the department approves the issuance of the prescription safety glasses in accordance with the above conditions, the agency or department, at its expense, shall provide for the cost of standard prescription safety glasses, which includes a standard non-cosmetic safety frame. The cost for the eye examination (including the prescription) shall be paid by the employee. Sick leave shall be allowed for eye examination which the employee cannot schedule for non-work time. All prescription safety glasses shall meet all requirements of the American National Standard for Occupational and Educational

Eye and Face Protection, Z87.1-1968.

Employees already possessing safety glasses meeting the required specifications shall not be issued an additional pair of glasses under this policy.

The agency or department will provide for the replacement cost of standard prescription safety glasses and/or frame when it is damaged or lost in the performance of duty. When the employee needs a replacement because of changes in his vision, the agency or department will provide for the replacement cost of the safety lenses. The cost of the eye examination (including the new prescription) shall be paid by the employee. Any employee wilfully damaging or losing prescription safety glasses will be responsible for the entire cost of replacement.

All employees provided prescription safety glasses or any eye protective equipment shall be required to use such protective equipment while exposed to possible hazard working condition. Failure to use personal protective equipment as directed may be grounds for disciplinary action.

It is further emphasized that employees, who, for any reason are not provided with prescription safety glasses, are not exempted from rules covering eyewear. Such employees will use coverall goggles or other appropriate eyewear whenever they are in eye hazardous areas.

/s/ James H. Takushi

JAMES H. TAKUSHI  
Director of Personnel Services

cc: All Departmental Personnel Officers  
UPW  
HGEA  
HNA  
Personnel Directors  
City & County of Honolulu  
County of Hawaii  
County of Maui  
County of Kauai

STATE OF HAWAII  
DEPARTMENT OF PERSONNEL SERVICES  
825 MILILANI STREET  
HONOLULU, HAWAII 96813

May 9, 1974

MEMORANDUM

TO: ALL DEPARTMENTAL PERSONNEL OFFICERS

FROM: DIRECTOR, PERSONNEL SERVICES

SUBJECT: RECOMMENDED PROCEDURES FOR THE ISSUANCE OF PRESCRIPTION SAFETY GLASSES

To further clarify the DPS memo "Provision of Prescription Safety Glasses" dated May 8, 1974 and to standardize the procurement and dispensing of prescription ground safety glasses, the following procedure is being recommended to the departments for adoption.

1. Employee Qualification

The conditions under which an employee can qualify for prescription safety glasses to be provided by the department shall be as stated in the DPS memo on "Provision of Prescription Safety Glasses" as amended.

2. Department Procurement Responsibility

- a. Each department is to determine the level of supervision/management where recommendation and approval to provide an employee with prescription ground safety glasses will be made. (Sample Application for Prescription Safety Glasses is attached.) Upon approval by the proper authority the employing agency or department will direct the employee to the selected vendor to have his prescription filled.
- b. Central Purchasing (DAGS) will be responsible for the selection of the vendor on each of the major islands and for the issuance of the appropriate price list in accordance with their policy. (It is expected that Central Purchasing will be able to issue the price list for all the major island

by June, 1974.)

- c. The department shall not encourage an employee to obtain the prescription prior to the authorization that he is entitled to the prescription safety glasses to be provided to be provided by the department.
- d. Each department will establish its own procedures for controls and record-keeping in accordance with its administrative policy.

3. Departmental Financial Responsibility

- a. Central Processing will issue detailed procedure relating to the fiscal aspect of the purchase order.
- b. The employing agency or department will be responsible for the issuance of purchase order.
- c. The department will pay all costs for clear safety glasses mounted in safety frame F9800 and FX9800 ground to the employee's prescription as per the accepted bid. On replacement cost because of damage or lost in performance of duty or because of vision change, the department will pay for the safety glasses and/or frames as applicable.
- d. The safety glasses must meet specification as set forth in American National Standard for Occupational and Educational Eye and Face Protection Z87.1 - 1968.
- e. Each Department will establish its own procedure for payment in accordance with its fiscal policy.

4. Employee Responsibility

- a. Upon receiving written authorization from the proper authority that he is eligible to be provided with prescription safety glasses, he shall submit a copy of the prescription as may be required by the department. The employee shall make arrangements with the authorized vendor to have his prescription filled. The employee shall present a copy of the purchase order to the

authorized vendor when making the arrangement.

- b. The employee will obtain and pay for his own prescription/eye examination. Sick leave will be granted to those employees who cannot arrange for an eye examination outside of regular working hours or on non-working days.
- c. The employee may obtain cosmetic safety frames, tinted or colored safety glasses, provided that additional cost for the cosmetic frames, tinted or colored glasses are paid by the employee.

The Preceding procedure in no way changes the intent of DPS memo "Provision of Prescription Safety Glasses" dated May 8, 1974 and all paragraphs apply.

/s/ James H. Takushi

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JAMES H. TAKUSHI  
Director of Personnel Services

APPLICATION FOR PRESCRIPTION SAFETY GLASSES

In accordance with the DPS memorandum on "Provision of Prescription Safety Glasses," as amended, the following application is submitted:

Name: \_\_\_\_\_ Position No.: \_\_\_\_\_

Division/Dept.: \_\_\_\_\_ Barg. Unit Code: \_\_\_\_\_

Job Title: \_\_\_\_\_  
(attach position description)

1. The employee (already wears) or (is required to wear) prescription glasses. (Cross out the non-applicable provision.)
2. The employee is required to perform work where machines, environment, or operations present eye hazards of harmful liquids or flying materials of any kind.

a. Briefly describe the work requiring the use of safety glasses.

\_\_\_\_\_  
\_\_\_\_\_

b. Check off the eye hazards involved:	<u>Yes</u>	<u>No</u>
(1) Flying objects (Rocks, sticks, metal chips, etc.)	_____	_____
(2) Fixed protruding objects (Tree limbs, reinforcing iron, etc.)	_____	_____
(3) Liquids (Acids, cleaning detergents, paint, etc.)	_____	_____
(4) Dust (industrial) (Grinding, sanding, blasting)	_____	_____
(5) Others (describe)	_____	_____

3. There is a reasonable probability of injury to the employee's eyes that can be prevented by use of prescription safety glasses. \_\_\_\_\_

a. How often is the employee exposed to the eye hazards?  
Once a day \_\_\_\_\_ Once a week \_\_\_\_\_  
Irregular Intervals \_\_\_\_\_ (explain using percentage)

\_\_\_\_\_  
\_\_\_\_\_

4. Does the employee already possess prescription safety glasses meeting the requirements of the American National Standard for Occupational and Educational Eye and Face Protection (Z87.1-1968)? \_\_\_\_\_

Name \_\_\_\_\_

5. Replacement (Fill in only if it is for replacement)

a. Was the prescription safety glasses and/or frame (damaged) or lost, in the performance of his duties. Yes No

(1) What was Damaged? Lens \_\_\_\_\_ Frame \_\_\_\_\_

(2) How was it damaged? (Describe in detail) \_\_\_\_\_

b. Did the employee's vision change? \_\_\_\_\_

(1) Is there a doctor's certificate to verify the vision change? \_\_\_\_\_

6. How many pairs of prescription safety glasses was this employee issued in this calendar year? \_\_\_\_\_

The employee verifies that the answers to the statement are correct to the best of his knowledge.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

It is recommended that the employee be provided with prescription safety glasses in accordance with the DPS memorandum.

Signature of Requesting Authority (Participant's Supervisor) \_\_\_\_\_ Date \_\_\_\_\_

Contact Person (Type Name) \_\_\_\_\_ Phone \_\_\_\_\_ Bldg. \_\_\_\_\_ Rm. \_\_\_\_\_

TO BE COMPLETED BY UNIVERSITY PERSONNEL OFFICE

Disapproved  Approved Date \_\_\_\_\_

Comments:

Signature for University (UH Personnel Office) \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Employee Department DPS (Training, Employee Relations and Safety Div.)